

DD/S 70-4574

DD / S REGISTRY

FILE *Personnel*
19 NOV 1970

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : 1970 Christmas Activities

1. This memorandum submits recommendations for your approval; such recommendations are contained in paragraph 2.

2. In planning for this year's yuletide season the following is recommended:

a. Two 8 - 10 foot trees be placed in the area between the foot of the steps and the guard post in the main lobby at Headquarters; a similar tree in the South Cafeteria; a 6 - 8 foot tree in the North Cafeteria; and a small tree in the Rendezvous Room. These trees will be appropriately decorated by members of various clubs of the Employee Activity Association. In addition, it is proposed that authorization be granted to purchase trees and decorations for the Ames and NPIC buildings and other Agency buildings as requested. These trees would be decorated by personnel located in the specific building. The total cost of trees and decorations is estimated at \$100.00 and would be paid from the Central Employees Activities Fund.

b. Individual offices be allowed to plan their own modest decorations, parties, etc., within the restrictions of applicable regulations and policies.

c. The Keynotes be allowed to sing carols at 12:15 p.m. on 16 December and at 12:45 p.m. on 17 December in the main lobby of Headquarters Building.

d. The Garden Club again be allowed to present a Christmas Flower Show featuring an array of attractive yuletide floral arrangements on 7 and 8 December in the DCI Portrait Corridor.

e. The issuance of an Employee Bulletin (attached) which sets forth the 1970 Christmas Activities.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Att

The recommendations contained in paragraph 2 are approved. One tree in lobby and one in 1D-E corridor.

John W. Coffey
Acting Deputy Director
for Support

Date

Distribution:

- 0 - Return to D/Pers
- 2 - DDS *subj.*
- 1 - RCB/DDS
- 1 - D/Pers
- 1 - DD/Pers/SP
- 1 - C/BSO
- 1 - EAA

STAT

OP/BSO jas (18 November 1970)

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1970 CHRISTMAS ACTIVITIES

1. Official holiday decorations for the Christmas season will again be arranged by members of the Employee Activity Association clubs. Yuletide decorations may be planned by individual offices, in the rooms, on doors, and in corridors within the limitations of good taste and applicable regulations and policies.

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2. Employees are reminded of the safety measures outlined in Chapter [redacted] for the use of decorative materials and Christmas trees. For safety guidance in the use of electrical decorations, employees should call extension [redacted] or take the items to Room 1J-45. Only masking tape may be used on doors and walls; cellophane tape, nails, tacks, or other fastening devices may not be used. Window sprays which permanently damage glass should not be used; directions on spray cans should be read carefully.

3. The Keynotes will sing carols in the main lobby of the headquarters building at 12:15 p.m. on 16 December and again at 12:45 p.m. on 17 December.

4. A Christmas Flower Show featuring many attractive holiday season floral arrangements including a novel poinsetta display will be presented by the Garden Club on 7 and 8 December in the DCI Portrait Corridor.

5. Cafeterias in the headquarters building will be closed on Saturday, 26 December 1970, and Saturday, 2 January 1971. On Thursday, 24 December, and during the period from Monday, 28 December, through Thursday, 31 December, the cafeterias will close at 3:30 p.m.; no evening meals will be served on these dates. The Rendezvous Room and the Ames Building Cafeteria will be open for the normal hours except on Christmas and New Year's Day. The NPIC Cafeteria will be closed on Christmas and New Year's Day and will close at 12 noon on 24 and 31 December.

APPROVAL TO PUBLISH:

DISTRIBUTION: ALL EMPLOYEES

JOHN W. COFFEY
Acting Deputy Director
for Support

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Approved For Release 2003/05/05 : CIA-RDP84-00780R003600010021-1

OP/BSA/ [redacted] jas (17 Nov 70)

Rewritten: A-DD/S:JWC:es (24 Nov 70)

Distribution:

Orig - RCB

1 - DD/S (signature)

1 - DD/S (subject)

1 - DD/S (chrono)

1 - D/Pers

1 - C/BSA

1 - EAA

ADMINISTRATIVE - INTERNAL USE ONLY

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2. Employees are reminded of the safety measures outlined in Chapter for the use of decorative materials and Christmas trees. For safety guidance in the use of electrical decorations, call extension or take the items to Room 1 J 45. Use only masking tape on doors or walls. Do not use cellophane tape, nails, tacks, or other fastening devices which mar the doors and walls. Window sprays which permanently damage glass should not be used; directions on spray cans should be read carefully.

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DISTRIBUTION: ALL EMPLOYEES

TRANSMITTAL SLIP		DATE
TO: Mr. Coffey		
ROOM NO.	BUILDING	
REMARKS:		
<p>Recommend your approval of both the memo and the Employee Bulletin. However, I suggest <u>one</u> tree (para 2a) rather than two and it be placed in I D/E corridor where we exhibit the Federal Civil Service Awardees. This is a better place for receiving and transporting gifts for the underprivileged (which will be another Employee Bulletin).</p> <p><u>AND</u> <u> </u> agrees with this change.</p> <p><i>If you agree, please sign, return to me and I will make correction</i></p> <p>WEB <i>is</i></p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)